i360 Coach Booking System User Manual

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1. . introduction

This coach booking system will facilitate administer to setup coaching sessions for various clients to set up and maintain all the coaching sessions as well.

There 6 sub-systems in this booking system, namely: Coach Management, Venue Management, Coaching Daily Schedule Management, Coaching Period Management, Coaching Session Management and Candidate Assignment. The first four system including Coach Management, Venue Management, Coaching Daily Schedule Management, Coaching Period Management are used in pre-setting stage and store information about coaches, coaching venues and coaching schedule for each day. Coaching Session Management is used for setting up new coaching sessions for client and maintaining existing coaching sessions. Candidate Assignment is used for assigning candidate to various coaching sessions.

2. Coach Management

### Add Coach

This is to add new coaches to the system. No coach should have the same name. Online link to coaches’ profiles are optional.

### Edit coach

This is to edit the existing coaches’ profiles. No coach should have the same name. Online link to coaches’ profiles are optional.

### Delete coach

This is delete existing coaches from the system. Coaches involved in coaching sessions cannot be deleted to ensure candidates to access coaches’ profiles.

1. Venue Management

Address information contains 3 lines of address information. The first line of the address information will be shown in coaching session tables. So the first line of the address information should be precise in describing the address.

### Add venue

This is to add new venues to the system. No venue should have the same address line 1.

### Edit venue

This is to edit the existing venues’ information. No venue should have the same address line 1.

### Delete venue

This is delete existing venues from the system. Venues involved in coaching sessions cannot be deleted to ensure candidates to access venues’ information.

1. Daily Schedule Management

This system allows administrator to have multiple daily schedules. Administrator can edit each daily schedule’s slot information. In each daily schedule, multiple slots are allowed.

### Add daily schedule

This is to add new daily schedule to the system. No daily schedule should have the same name

### Edit daily schedule

This is to edit the existing daily schedules’ information. No daily schedule should have the same name.

### Delete daily schedule

This is delete existing daily schedules from the system. Daily schedules involved in coaching sessions cannot be deleted to ensure candidates to access daily schedules’ information.

### Add slot

This is to add new slot to the daily schedule. The time should be in 4 digits format, e.g. 0100, 2359.

### Edit slot

This is to edit the existing slot of the daily schedule. The time should be in 4 digits format, e.g. 0100, 2359.

### Delete slot

This is delete existing slot of the daily schedule. Slot involved in coaching sessions cannot be deleted to ensure candidates to access coaching slots’ information.

1. Coaching period Management

This system allows administrator to have multiple coaching periods. Administrator can edit each coaching period’s information. In each coaching period, multiple dates are allowed.

### Add Coaching period

This is to add new coaching period to the system. No coaching period should have the same name

### Edit Coaching period

This is to edit the existing coaching periods’ information. No coaching period should have the same name.

### Delete Coaching period

This is delete existing coaching periods from the system. Caching period s involved in coaching sessions cannot be deleted to ensure candidates to access coaching periods’ information.

### Add date

This is to add new date to coaching period. No same dates for each coaching period are allowed. Warning will be given when administrator enter a date prior than the current date.

### Edit date

This is to edit the existing date of coaching period. No same dates for each coaching period are allowed. Warning will be given when administrator enter a date prior than the current date.

### Delete date

This is delete existing date of coaching period. Coaching date involved in coaching sessions cannot be deleted to ensure candidates to access coaching date’s information.

1. Coaching Session management

This step is to start setting coaching sessions for the clients. Great care should be taken in this step because some settings for the coaching sessions cannot be changed once the coaching sessions are generated.

### Coaching session management

This is to manage the existing and create new coaching sessions.

#### Edit coaching session

This is to edit exiting coaching sessions. Administrator can change the maximum number of sign-ups for each session.

### Add new coaching session

#### New Session setup 1

This step is set up the name, description of the coaching session and the maximum number of sign-ups for each session. These pieces of information cannot be changed after coaching sessions are generated.

#### New Session setup 2

This step is select organization and the survey involved in the coaching session, Administrator should also select the daily schedule and coaching period information for the coach session to be set up. Note that information entered in this step cannot be modified after coaching session is generated. Functions are provided to view the selected daily schedule and coaching period information for reference.

#### New Session setup 3

This step is select coaches and coaching venue for each date. Multiples coaches can be selected for each date. Only one venue can be chose for each day. This is for the simplicity of the setting up stage.

1. Note that some coaches will not be available for certain slots of certain days. The administrator can close the coaching slot after the coaching sessions are generated.
2. Notes that in this step, only one venue is allowed to enter for each day. The administrator can modify the venue for each coaching slot after the coaching sessions are generated.

#### Generate coaching session

After all the information is entered, the coaching session is ready to be generated. Simply click the “Generate Coaching Schedule” at the bottom right of the webpage and successful message will be shown up. You will be automatically bring forward to the user assignment management page.

1. Candidate Assignment management

This step is to manage the user assignment for each coaching sessions set up in the previous stage..

### Close and open coaching slot

The administrator is allowed to close the coaching slots. The candidates will not able to see the close slots. Administrator can also reopen the closed slot.

### Change coaching session venue

In the previous setting up stage, same venue will be set up for each date. Here administrator can modify venue information for each coaching slot.

### Candiate assignment

Administrator can assign candidate to each coaching slot and also delete the candidate booking.

Note administrator will not be restricted by the maximum number of sign-ups for each session.